



STATE OF IDAHO
invites applications for the position of:

Construction Inspector

SALARY: \$31.08 - \$40.41 Hourly
DEPARTMENT: Division of Military
OPENING DATE: 08/13/21
CLOSING DATE: 09/01/21 11:59 PM
DESCRIPTION:

STATE OF IDAHO
MILITARY DIVISION
Human Resource Office (HRO)
State Personnel Branch
4794 General Manning Avenue, Building 442
Boise, ID 83705-8112
Telephone: (208) 801-4273

STATE VACANCY ANNOUNCEMENT

Registers established from this announcement may remain valid up to one year to fill vacancies within the same classification and position type.

ANNOUNCEMENT NUMBER:	21-76-MN
AREA OF CONSIDERATION:	Open to current members (O-2 and below; all Warrants; all Enlisted) of the Idaho National Guard
POSITION TITLE:	Construction Inspector
PAY GRADE:	NGA-11
POSITION CONTROL NUMBER:	5156
CLASS CODE:	22760
SALARY RANGE:	\$31.08 to \$40.41 hourly (\$64,649 to \$84,049 annually)
FLSA CODE:	Administrative Exempt
DUTY LOCATION:	Military Division, Idaho Army National Guard, Construction and Facilities Management Office (CFMO), Gowen Field, Boise, ID
TYPE OF POSITION:	Military Nonclassified; Army or Air; Officer, Warrant; Enlisted
COMPATIBLE MILITARY FIELD:	Not Applicable

JOB TITLE: CONSTRUCTION INSPECTOR
POSITION CONTROL NUMBERS: 5156 & 5195
CLASS CODE NUMBER: 22760
SALARY GRADE: NGA-11

INTRODUCTION: This position is assigned to the Construction and Facilities Management Office (CFMO), Idaho Army National Guard (IDARNG), functioning within the State of Idaho – Military Division. The primary purpose of this position is to serve as a design and construction inspector and project manager for a variety of facility management projects. Incumbent is responsible for quality assurance for the design and construction/ renovation of facilities. Reviews plans, specifications, and inspection reports for accuracy, completeness and adequacy. Incumbent has overall responsibility for projects assigned from project programming to design and contract award through completion as determined by the supervising CFMO Branch Chief.

EXAMPLE OF DUTIES:

DUTIES AND RESPONSIBILITIES:

1. Independently maintains surveillance over the full range of onsite activities associated with varying phases of maintenance, repair, construction and contract administration on assigned projects/contracts. Performs at the full performance level for construction inspection and project coordination work that involves a varying degree of difficulty, involving a broad range of inspection functions for a variety of construction projects, operations, materials, and methods under varying conditions and requirements. Work consists of, but is not limited to, building renovations and alterations. Quality Assurance (QA) inspections require multi-disciplinary detail knowledge as well as regulatory knowledge of a wide range of various fields. Independently interprets plans and specifications relating to construction problems including some unusually complex, highly controversial or requiring specialized knowledge. Project coordination involves meeting, advising, and direct oversight of implementing project plans and changes between the contractor and beneficiary. Under supervisor's control, performs QA checks, and troubleshoots problems as they occur. Maintains detailed reports of QA inspections. Reviews contractors estimates for items of work claimed; verifies and certifies for validity preparatory to payment. Interprets complex plans and specifications for contractor and Idaho Military Division (IMD) State Purchasing and Contracting Office personnel with regard to the technical, financial, customer service, and time of performance issues of the contract. Resolves issues of noncompliance directly with the contractor whenever possible. When Contracting Officer intervention is required, or as deemed by supervisor, incumbent will document area of noncompliance, submit details in writing to the IMD State Purchasing and Contracting Office, and participate as the government's technical representative. Conducts final inspections and prepares a punch list of deficiencies. Monitors all aspects of the project. Participates in the coordination and review process during review of contract deliverables with the IMD State Purchasing and Contracting Office, the State's Division of Public Works (DPW), and other stakeholders as deemed necessary.
2. Develops and maintains electronic databases and inputs to existing databases as required. Assists in the organization, expansion and utilization of the database to achieve project goals. Provides input into electronic programs to extract reports and manage the accuracy of project coordinating, funding and scheduling issues. Prepares, reviews and analyzes customer, user and product execution data required by the Project Manager.
3. Responsible for a variety of contract administration activities on assigned contracts. Receives and analyzes contractor or user requests for changes and/or modifications to the contract documents. Makes recommendations for acceptance or rejection. Prepares documents for transmittal to IMD State Purchasing and Contracting Office. Provides government evaluation of need and reviews unusual and complex contract modification technical documents, which often impact final cost and completion deadlines. Justifies need for additional funds and seeks availability of additional funds through supervisor.
4. Receives and analyzes contractor request for proposals and makes recommendations for acceptance or rejection based on findings and input from support organizations. Monitors contractor performance. Notifies IMD State Purchasing and Contracting Office personnel of contractor noncompliance with contract documents, provides supporting documents, makes recommendations for and ensures corrections. Tracks and maintains documentation of

contractor's progress. Provides progress reports to the IMD State Purchasing and Contracting Office on percentages of work complete for payments to the contractor. Makes recommendations for withholding of payments when appropriate. Evaluates contractor performance and may participate in contractor selection, renewal or options. Recommends contract changes and/or modifications to increase efficiency and reduce costs. Supervises the contractor and ensures he records changes and modifications to contract drawings and specifications for use by owner as record drawings upon completion of construction. Prepares reports, estimates and other documents that require the incumbent to be proficient in multiple computer programs.

5. Assists CFMO Branch Chiefs and departmental staff in planning, coordinating, evaluating and reviewing all phases of project control including the interpretation of and compliance with criteria, regulations, policies and procedures, availability and proper application of funds, and coordination of changes and additions on assigned projects. Represents CFMO as the construction authority. Actively participates in post award (pre-construction) conferences to discuss principal construction features and requirements in terms of methods and equipment operations. Reviews contractors proposed working schedules for feasibility and accuracy. Coordinates with facility users and other agencies to allow an uninterrupted flow of progress. Approves or disapproves of the contractor's schedule.

6. Arranges storage site for construction office, equipment and storage of materials. Supervises the Architects and Engineers as they receive, review, and approve/disapprove submittals required by contract documents for selection of work methods and acceptability of materials or workmanship. Assists contractor in obtaining government furnished items to be used in the project as well as non-disposable certificates for materials turned in to the government. Independently interprets plans and specifications for contractor and other personnel as required. Provides input to the contractor as to locations and procedures for disposal of waste materials (i.e., conventional and hazardous). Coordinates with utility services for duration and location of outages, and military law enforcement for road closures, when required. Incumbent is responsible for technical, timelines and customer service issues of assigned contract. Discusses discrepancies with contractor, and arrives at a mutual agreement for any required adjustments in schedule.

7. Reviews plans and specifications at various stages of design for bid ability and construct ability providing written comments on all aspects of the project. Obtains contract documents at beginning of projects. Represents the CFMO as the construction authority and actively participates in the award process and recorded results. Informs contractor on requirements concerning constructing scheduling, progress reporting, work acceptance procedures, safety measures and other matters related to contractual performance. Discusses principal construction features, requirements and shop drawings in terms of field construction conditions both before and during work performance. Monitors contractor's quality control program. Coordinates with other contractors, private entities and government agencies involved to preclude conflicts of jurisdictional disputes and to maintain effective public relations on assigned construction projects.

8. Coordinates with representatives of other units concerning matters of work accomplishment, priorities and procedures. Prepares workload and production reports as necessary and reports on highlights of operations and problems in meeting work schedule to supervisor. Explains work requirements, methods, and procedures as needed, giving special instructions on difficult or different operations and answers technical questions about the work.

9. Complies with and ensures contractor compliance with all applicable health and safety regulations. Uses prudence in stoppage of work when violations are of a nature that may result in loss of life, limb or sight. Notifies supervisor and IMD State Purchasing and Contracting Office immediately after stoppage of work occurs.

10. Prepares and maintains complete and accurate contract files. Maintains files and documents through final acceptance. If assigned, serves as liaison between the DPW, IMD State Purchasing and Contracting Office, contractor and customer to ensure understanding of contractual requirements and limitations. Investigates concerns and/or complaints and resolves whenever possible.

11. Supervisory duties (if assigned). Performs established supervisory functions and practices pertaining to full-time and temporary state employees in accordance with Idaho Military Division State Employee Personnel Regulations (IMD 3) and applicable policies and procedures. Establishes state employee performance standards; provides ongoing feedback and performance counseling; appraises performance not less than annually; and recommends corrective or disciplinary action when appropriate. Assigns and monitors the accomplishment of work. Coordinates personnel and position action requests (SPB Form 7), vacancy announcements, selection and hiring; employee training and development; and approves employee scheduling, leave and timesheets. Promotes a respectful workplace that complies with policies of the Adjutant General. Observes and ensures compliance with all applicable laws, rules, regulations and policies and serves as a role model for the Whistleblower Protection Program, EEO, security and workplace safety practices, policies and regulations at all times. Maintains a safe and drug/alcohol free workplace.

12. Performs other related duties and projects as necessary or assigned.

SUPERVISORY CONTROLS: Work is performed under general supervision. The supervisor assigns work in terms of overall objectives and any limitation of the work. The incumbent reviews the assignments and then consults with the supervisor, as necessary, regarding priorities, schedules, etc. The incumbent plans and carries out assignments independently and is responsible for resolving all but the most difficult or sensitive problems. The incumbent may periodically brief the supervisor, budget analyst, and IMD State Purchasing and Contracting Office on progress of assignments and potentially controversial issues. Completed work is generally accepted as technically sound, but reviewed for timeliness of action, completion and compliance with policy requirements and customer satisfaction. Responsible for the management and surveillance of assigned construction projects, normally involving considerable difficulty and complexity due to their size, variety of structures or facilities, or the specialized nature of methods and equipment. The proper design and specification for all construction and services contracts have a direct effect on the quality and the service provided to these communities. The work further affects the capability of the installation to meet mission requirements by the timeliness and acceptability of facilities for use. The decisions made on the acceptability of construction methods and practices, workmanship, materials, and the finished product are considered to be final.

GUIDELINES: Performs duties in accordance with quality assurance contract monitoring policies, Military Division regulations, OSHA requirements, government policy and procedures and contract specifications. Incumbent uses a number of engineering references such as Army regulations, technical manuals, codes, handbooks, specifications, catalogs, contract specifications, surveillance plan, policies/ procedures, government procurement regulation, quality assurance directives and other technical references. The incumbent has the responsibility to adapt and extend these procedural guides and regulations to the assignments and any particular situation involved. In some cases, regular guidance may not be completely applicable to a situation, nor provide specific guidance. The incumbent must exercise independent judgment in interpreting guidelines and in adapting them to specific assignments. The incumbent demonstrates initiative to draw upon his/her extensive background experience and broad knowledge to interpret or devise new, innovative method of approach to accomplish assignments. The incumbent plans, develops and implements construction administration program elements designed to ensure compliance with all contract requirements. Complicating factors include changing technical requirements, changes in contractor's procedures or operating methods, nonconforming materials and incomplete quality data. Disputes may arise between contractor and government personnel and the extent of authority requires making independent decisions, recommendations or commitments and devising or revising new or innovative methods of accomplishing planned construction. Incumbent must be able to read and interpret requirements mandated by state and local governments construction laws/codes, as well as other federal agencies to ensure conformance by the contractor. In doing so, incumbent exercises seasoned judgment and skill in interpreting incomplete or conflicting data.

PERSONAL WORK CONTACTS: Contacts are with various state/local and other federal construction representatives; engineering and technician personnel; Staff Judge Advocate and staff; IMD State Purchasing and Contracting Office personnel; installation (garrison/mission)

project requesters; various command groups; suppliers; and contractor personnel from various trades and crafts. The purpose of contacts is to exchange information concerning different construction methods, efficiencies and cost, and Surveillance Plan. Many of the incumbent's assignments involve complex situations concerning contractor's consistent QA problems or disputes between government and contractor personnel that have not, nor can be readily resolved at the working levels of government or contractor organizations through normal channels. Incumbent must exercise a high degree of technical skill, leadership and judgment in discussing and explaining the applicable requirements and the nature and extent of deficiencies. Considerable tact and persuasion are necessary to convince others to take a specific course of action to reach settlement of compromise on difficult issues. These issues affect operation schedules of various construction contracts.

WORKING CONDITIONS / PHYSICAL EFFORT: The work is normally performed in a well-lighted, heated and ventilated space. Work often times requires incumbent to visit construction sites and locations where heavy repairs are being undertaken. Work may be done in awkward and cramped positions. Occasionally lifts objects weighing up to 50 pounds. Works outside and inside in heat, cold, excessive humidity, excessive dampness or chilling weather. Works on concrete floors. Works in areas where slippery or uneven walking surfaces are present including ladder or scaffolding. Exposed to cuts, bruises and falls from ladders. Works around machinery, objects or vehicles with moving parts. There is a fair amount of discomfort associated with construction sites and incumbent may be exposed to occasional discomfort or unpleasantness such as hot or cold weather conditions, noise, etc. Protective clothing and equipment are issued or available for use; i.e., safety boots, hard hats and safety glasses. The work involves moderate physical demands in terms of inspections, investigations and surveys of facilities, which may involve climbing ladders, scaffolds and stairs. This normally requires long periods of standing, walking, crawling, stooping and bending. The work is performed inside or outside of a structure, as well as in an office setting doing paper work, and in conference rooms.

FLSA Overtime Code: A (Administrative Exempt; straight time)

EEOC: C04 (Technical)

WCC: 9410

AUGUST 2021

MINIMUM QUALIFICATIONS:

QUALIFICATION REQUIREMENTS

Mandatory Requirements (conditions of employment).

- Must be a current member (O-2 and below; all Warrants; all enlisted) of the Idaho National Guard.
- Must have and maintain a valid and unrestricted state issued driver's license (from any state).
- Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Knowledge, Skills and Abilities (KSAs)

Applicants must have a minimum of 36-months of specialized experience performing related duties as specified below.

- Comprehensive and thorough institutional knowledge of Construction and Facilities Management Office (CFMO) standards as stated by the Standard Operating Procedures (SOP), numerous facility management requirements, and the full range of principles, concepts and methodology related to a variety of construction techniques and contract

procedural requirements. Must have the ability to apply this knowledge in order to develop plans and provide advice/recommendations to meet construction/project requirements, and propose corrective actions to contractor's plans, methods, and procedures. Ability to inspect and follow through with the work completed by the project contractor.

- Working knowledge of mechanical/electrical/hydraulic/pneumatic systems and electronic principles including the ability to comprehend and interpret drawings, specifications, schematics and technical manuals.
- Broad knowledge of the construction industry and government and Department of the Army (DA) process and protocol. Ability to apply a broad background of practical engineering and construction principles to resolve generally stated needs as outlined in work requests submitted by non-technical personnel.
- Knowledge of contracting related to the construction industry. Ability to research and interpret regulations.
- Knowledge and ability to prepare technical plans, documents, construction estimates and reports from collected data.
- Knowledge of Quality Assurance (Q A) procedures. Ability to effectively coordinate contract work, evaluate contract performance and interpret contractual specifications, terms and conditions. Ability to budget, execute and monitor fiscal progress throughout an entire project.
- Knowledge of Fire, Safety and Environmental Codes as they apply to federal installations and the design of construction and facility repair projects.
- Ability to communicate clearly both orally and in writing. Ability to use sound judgment and creativity to accomplish assigned objective.

CONDITIONS OF EMPLOYMENT:

- a. Each person hired will be required to provide verification of eligibility to work in the United States and may be subject to a criminal background check.
- b. Refer to the position description for the Mandatory Requirements for this position.
- c. Military Nonclassified employees are required to comply with military standards and wear the appropriate uniform.
- d. Incumbent must be a current member of the Idaho National Guard. Loss of military membership or compatible military grade/status will result in loss of employment.
- e. The State of Idaho, Military Division is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), genetic information, political affiliation, marital status, and disability or age (which does not interfere with job accomplishment or job eligibility based upon the position description Mandatory Requirements). Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

5. PERSONNEL MANAGER CERTIFICATION: The title, series, grade, duties and responsibilities are complete and accurate as written and a current or projected vacancy exists as advertised.

Gloria A. Duncan
Supervisory Human Resource
Specialist
Military Division – State Personnel
Branch

SUPPLEMENTAL INFORMATION:

If you are unable to apply online, please contact the HRO office by phone 208-801-4273 or email hrobypass@imd.idaho.gov to discuss alternative options.

Thank you for your interest in employment with the Idaho Military Division.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #21-76-MN
CONSTRUCTION INSPECTOR
GD

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

Construction Inspector Supplemental Questionnaire

- * 1. Mandatory Requirement: Must be a member (O-2 or below; any Warrants; any enlisted) of the Idaho National Guard.
Provide your military grade, job title, MOS/AFSC/AOC and unit of assignment.

- * 2. Mandatory Requirement: Must have and maintain a valid and unrestricted state issued driver's license (from any state).

Provide written response regarding your willingness and ability to meet this condition of employment (have and maintain).

- * 3. Mandatory Requirement: Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- * 4. **KSA: Comprehensive and thorough institutional knowledge of Construction and Facilities Management Office (CFMO) standards as stated by the Standard Operating Procedures (SOP), numerous facility management requirements, and the full range of principles, concepts and methodology related to a variety of construction techniques and contract procedural requirements. Must have the ability to apply this knowledge in order to develop plans and provide advice/recommendations to meet construction/project requirements, and propose corrective actions to contractor's plans, methods, and procedures. Ability to inspect and follow**

through with the work completed by the project contractor.

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 5. KSA: **Working knowledge of mechanical/electrical/hydraulic/pneumatic systems and electronic principles including the ability to comprehend and interpret drawings, specifications, schematics and technical manuals.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 6. KSA: **Broad knowledge of the construction industry and government and Department of the Army (DA) process and protocol. Ability to apply a broad background of practical engineering and construction principles to resolve generally stated needs as outlined in work requests submitted by non-technical personnel.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 7. KSA: **Knowledge of contracting related to the construction industry. Ability to research and interpret regulations.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 8. KSA: **Knowledge and ability to prepare technical plans, documents, construction estimates and reports from collected data.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 9. KSA: **Knowledge of Quality Assurance (QA) procedures. Ability to effectively coordinate contract work, evaluate contract performance and interpret contractual specifications, terms and conditions. Ability to budget, execute and monitor fiscal progress throughout an entire project.**

Provide detailed written response describing your specialized experience performing

related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 10. KSA: **Knowledge of Fire, Safety and Environmental Codes as they apply to federal installations and the design of construction and facility repair projects.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 11. KSA: **Ability to communicate clearly both orally and in writing. Ability to use sound judgment and creativity to accomplish assigned objective.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 12. Unqualified or incomplete applicant packets will not be forwarded.
Do you certify you attached any supporting/required documentation and given detailed written responses with your application packet before submitting?

☐ Yes ☐ No

- * 13. Do you certify that all of the information and attached documents to this application are true, correct, complete and made in good faith? (This will constitute your official signature.)

☐ Yes ☐ No

- * Required Question